

## POSITION ANNOUNCEMENT

### Legal Assistant 1

Location: Downtown Nashville, Tennessee

Executive Service Appointment

Salary Range: \$2908-3780/mo.

The Tennessee Public Utility Commission, Legal Division, is offering an immediate opportunity for a cheerful, self-disciplined, highly-organized legal assistant with excellent clerical and people skills, to become an integral part of the legal team, providing ongoing support and assistance to General Counsel and the agency's attorneys. This is a full-time, executive service appointment, under the direct supervision of the General Counsel.

**RESPONSIBILITIES INCLUDE:** Tracking agency orders, drafting Commission orders and other documents, filing, copying, scanning, mailing, document proofreading and editing, maintaining databases and calendars, preparing Conference and case notebooks and division data statistics, entering case assignments, maintaining the legal library and associated billing receipts, and performing as back-up support for the Commission docket room.

**MINIMUM QUALIFICATIONS:** Qualified candidates will possess an Associate's degree and at least three years of full-time relevant experience. Excellent verbal and written skills are required. Strong Microsoft Office skills including Word, Outlook, and Excel are essential to job responsibilities. Familiarity with regulatory matters/administrative law is preferred. In addition, the ideal candidate will possess the highest level of personal integrity, discretion, and sound judgment, display positive interpersonal skills, enjoy learning new things, work with quiet efficiency, manage priorities and deadlines, follow instructions and demonstrate initiative.

**WHO WE ARE:** The Legal Division provides legal support and advice to all Divisions within the Tennessee Public Utility Commission. The Commission is the regulatory body created by the General Assembly to provide general supervisory and regulatory oversight over all aspects of Tennessee's private-investor owned telephone, natural gas, electric, water, and wastewater public utilities. The Legal Division also provides legal support to the Underground Utility Damage Enforcement Board and staff. Created by the legislature in 2015, the purpose of the Board is to enforce the provisions of the Underground Utility Damage Prevention Act, Tenn. Code Ann. § 65-31-101 *et seq.*, and thereby prevent harm to people and damage to property and underground utility facilities.

**TO APPLY:** Send a cover letter with resume by email to [Kelly.Grams@TN.gov](mailto:Kelly.Grams@TN.gov), or by mail to:

Kelly Cashman Grams, General Counsel  
Tennessee Public Utility Commission  
4<sup>th</sup> Floor, Andrew Jackson State Office Bldg.  
502 Deaderick Street  
Nashville, Tennessee 37243

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*